



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Accident and Injury Reports

CUTOFF: Close of investigation

DESCRIPTION: Reports documenting accidents and injuries involving employees, students, or visitors within institutional jurisdiction. Records include, but are not limited to, accident logs, Occupational Safety and Health Administration documentation, and insurance claims. This record series excludes vehicle accident reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: See record series 24441 for Vehicle Accident Reports.

DISPOSITION ACTION: Destroy

SERIES: 24407

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Animal Research Authorizations

CUTOFF: EOAY in which research is completed

DESCRIPTION: Documentation pertaining to the authorization of using animals for research and academic study. Records include, but are not limited to, authorization forms, research descriptions, necropsy and sample submission forms, and department approvals or disapprovals. Records kept per 9 CFR 2.35.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24415

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Carcinogenic Materials Access Records

CUTOFF: WSO

DESCRIPTION: Records documenting the inventory of and access to extremely carcinogenic materials. Records include, but are not limited to, lists of persons using or coming into contact with carcinogenic compounds.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24408

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development
Division: University General Retention Schedule

Section: Safety and Security
Sub-Section:

TITLE: Crime Laboratory Case Files		CUTOFF: EOCY in which analysis completed	
DESCRIPTION: Evidence of a crime that is sent by local law enforcement, and processed by a university's criminal laboratory. Records include, but are not limited to, case information, evidence, and findings.		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24543	SERIES STATUS: Approved	APPROVAL DATE:	11/5/2019
TITLE: Criminal Activity Data		CUTOFF: EOCY	
DESCRIPTION: Files collected for the reporting and analysis of crimes occurring on or near the institution's campus. Records include, but are not limited to, security reports and disciplinary action referrals to ensure compliance with the Clery Act.		RETENTION: Years: 7 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24409	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Emergency Response Plans and Procedures		CUTOFF: WSO	
DESCRIPTION: Plans and procedures to be followed in the event of an emergency on the institutional campus. Records include, but are not limited to, evacuation procedures, fire drills, emergency contact lists, disaster preparedness and recovery plans, and related correspondence.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24410	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development
Division: University General Retention Schedule

Section: Safety and Security
Sub-Section:

TITLE: Environmental Regulation Compliance

CUTOFF: EOCY

DESCRIPTION: Documents certifying institutional compliance with environmental laws and guidelines set forth by federal, state, or local governments. Records include, but are not limited to, permits, reporting procedures, notices of compliance or non-compliance, notices of violation, corrective action documents, air and water quality reports, waste water discharge records, and chemical use logs.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24411

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Hazardous Materials Exposure Records

CUTOFF: Separation from employment

DESCRIPTION: Documentation of employee's work-related medical history pertaining to hazardous materials exposure. Records may include, but are not limited to, medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hazard exposure records, first-aid incident records, physician statements, release consent forms, and related correspondence. Records are kept per OSHA requirement 1910.1025(n)(1)(iii).

RETENTION: Years: 40 Months: 0 Days: 0

NOTES: These records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

DISPOSITION ACTION: Destroy

SERIES: 24412

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Hazardous Materials Handling and Disposal Records

CUTOFF: WSO

DESCRIPTION: Documentation generated from the storage, use, and disposal of hazardous chemicals and materials. Records include, but are not limited to, workplace chemical lists and inventories, handling logs, hazardous waste inspection and disposal logs, and drum manifest lists. Records are kept per OSHA requirement 1910.1025(n)(1)(iii).

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: See record series 24439 for Radioactive Material Handling and Disposal Records.

DISPOSITION ACTION: Destroy

SERIES: 24413

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Human Research Authorizations

CUTOFF: EOAY in which research is completed

DESCRIPTION: Documentation pertaining to the authorization of using humans for research and academic study. Records include, but are not limited to, authorization forms, research descriptions, autopsy and sample submission forms, and department approvals or disapprovals. Records kept per 21 CFR 56.115 and 45 CFR 46.115.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24414

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Law Enforcement Administrative Reports and Logs

CUTOFF: EOCY

DESCRIPTION: Records documenting the daily operations of the institution's law enforcement personnel. Records include, but are not limited to, Uniform Crime Reporting files, Missouri Incident Based Reporting System reports, desk books, case assignment books, activity logs, car logs, officer logs, daily activity reports, and related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24417

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development
Division: University General Retention Schedule

Section: Safety and Security
Sub-Section:

TITLE: Law Enforcement Class A Felony Reports - Resolved

CUTOFF: Close of case

DESCRIPTION: Records documenting the occurrence of resolved Class A felonies within institutional jurisdiction. Prosecution of any Class A felony may be commenced at any time. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes felonies that are filed in another series. Records kept per 556.036.1 RSMo.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES: Class A felonies are defined in 556.036.1 and 569.040 RSMo. Unresolved Class A felonies are retained until closed. If refused by archives, records may be destroyed.

DISPOSITION ACTION: Offer to university archives

SERIES: 24418

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Law Enforcement Classes B-E Felony Reports - Resolved

CUTOFF: Close of case

DESCRIPTION: Records documenting the occurrence of resolved felonies other than Class A within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes felonies that are filed in another series. Records kept per 556.036.2(1) RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24419

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Law Enforcement Classes B-E Felony Reports - Unresolved

CUTOFF: Report of crime

DESCRIPTION: Records documenting the occurrence of unresolved felonies other than Class A within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes felonies that are filed in another series. Records kept per 556.036.2(1) RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24420

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Law Enforcement Consanguinity Sexual Offense Reports - Resolved

CUTOFF: Close of case

DESCRIPTION: Law enforcement reports documenting resolved sexual offenses involving affinity or consanguinity in the third degree within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 516.371 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24435

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development
Division: University General Retention Schedule

Section: Safety and Security
Sub-Section:

TITLE: Law Enforcement Consanguinity Sexual Offense Reports - Unresolved

CUTOFF: Report of crime

DESCRIPTION: Law enforcement reports documenting unresolved sexual offenses involving affinity or consanguinity in the third degree within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 516.371 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24436

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Law Enforcement Infraction Reports - Resolved

CUTOFF: Close of case

DESCRIPTION: Records documenting the occurrence of resolved infractions within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, warnings, citations, arrest records, controlled substance tests, and investigative materials related to the incident. Records kept per 556.036.2(3) RSMo.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24429

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Law Enforcement Infraction Reports - Unresolved

CUTOFF: Report of infraction

DESCRIPTION: Records documenting the occurrence of unresolved infractions within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, warnings, citations, arrest records, controlled substance tests, and investigative materials related to the incident. Records kept per 556.036.2(3) RSMo.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES: Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24430

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Law Enforcement Misdemeanor Reports - Child Support Fraud - Resolved

CUTOFF: Close of case

DESCRIPTION: Records documenting the occurrence of resolved child support fraud by a public officer or employee within institutional jurisdiction. Records include, but are not limited to, financial statements and agreements, correspondence, and investigative materials related to the incident. Records kept per 556.036.3(3) RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24427

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Law Enforcement Misdemeanor Reports - Child Support Fraud - Unresolved

CUTOFF: Report of crime

DESCRIPTION: Records documenting the occurrence of unresolved child support fraud by a public officer or employee within institutional jurisdiction. Records include, but are not limited to, financial statements and agreements, correspondence, and investigative materials related to the incident. Records kept per 556.036.3(3) RSMo.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES: Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24428

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Law Enforcement Misdemeanor Reports - Fraud or Breach of Fiduciary
Obligation - Resolved

CUTOFF: Close of case

DESCRIPTION: Records documenting the occurrence of resolved fraud or breach of fiduciary obligation misdemeanors within institutional jurisdiction. Records include, but are not limited to, financial statements and agreements, correspondence, and investigative materials related to the incident. Records kept per 556.036.3(1) RSMo.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24423

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Law Enforcement Misdemeanor Reports - Fraud or Breach of Fiduciary
Obligation - Unresolved

CUTOFF: Report of crime

DESCRIPTION: Records documenting the occurrence of unresolved fraud or breach of fiduciary obligation misdemeanors within institutional jurisdiction. Records include, but are not limited to, financial statements and agreements, correspondence, and investigative materials related to the incident. Records kept per 556.036.3(1) RSMo.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES: Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24424

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Law Enforcement Misdemeanor Reports - Misconduct by Public Officer or
Employee - Resolved

CUTOFF: Close of case

DESCRIPTION: Records documenting the occurrence of resolved misconduct by a public officer or employee within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 556.036.3(2) RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24425

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Law Enforcement Misdemeanor Reports - Misconduct by Public Officer or Employee - Unresolved

CUTOFF: Report of crime

DESCRIPTION: Records documenting the occurrence of unresolved misconduct by a public officer or employee within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 556.036.3(2) RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24426

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Law Enforcement Misdemeanor Reports - Resolved

CUTOFF: Close of case

DESCRIPTION: Records documenting the occurrence of resolved misdemeanor offenses within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, warnings, citations, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes misdemeanors that are filed in another series. Records kept per 556.036.2(2) RSMo.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24421

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development
Division: University General Retention Schedule

Section: Safety and Security
Sub-Section:

TITLE: Law Enforcement Misdemeanor Reports - Unresolved

CUTOFF: Report of crime

DESCRIPTION: Records documenting the occurrence of unresolved misdemeanor offenses within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, warnings, citations, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes misdemeanors that are filed in another series. Records kept per 556.036.2(2) RSMo.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24422

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Law Enforcement Non-Criminal Incident Reports

CUTOFF: EOCY

DESCRIPTION: Records documenting non-criminal incidents within institutional jurisdiction. Records include, but are not limited to, descriptions of incidents and dispatch logs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24437

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Law Enforcement Sexual Offense Reports - Resolved

CUTOFF: Close of case

DESCRIPTION: Law enforcement reports documenting resolved sexual offenses within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. This record series excludes reports of sexual offenses involving a minor or consanguinity. Records kept per 556.037 RSMo.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: See record series 24418 Law Enforcement Class A Felony Reports - Resolved for resolved Class A felonies. See record series 24433 Law Enforcement Sexual Offenses Involving a Minor - Resolved and record series 24434 Law Enforcement Sexual Offenses Involving a Minor - Unresolved for sexual offenses involving a minor. See record series 24435 Law Enforcement Consanguinity Sexual Offense Reports - Resolved and record series 24436 Law Enforcement Consanguinity Sexual Offense Reports - Unresolved for offenses involving consanguinity.

DISPOSITION ACTION: Destroy

SERIES: 24431

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Law Enforcement Sexual Offense Reports - Unresolved

CUTOFF: Report of crime

DESCRIPTION: Law enforcement reports documenting unresolved sexual offenses within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. This record series excludes reports of sexual offenses involving a minor or consanguinity. Records kept per 556.037 RSMo.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: See record series 24418 Law Enforcement Class A Felony Reports - Resolved for resolved Class A felonies. See record series 24433 Law Enforcement Sexual Offenses Involving a Minor - Resolved and record series 24434 Law Enforcement Sexual Offenses Involving a Minor - Unresolved for sexual offenses involving a minor. See record series 24435 Law Enforcement Consanguinity Sexual Offense Reports - Resolved and record series 24436 Law Enforcement Consanguinity Sexual Offense Reports - Unresolved for offenses involving consanguinity.

DISPOSITION ACTION: Destroy

SERIES: 24432

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Law Enforcement Sexual Offenses Involving a Minor Reports - Resolved

CUTOFF: Victim turns 18

DESCRIPTION: Law enforcement reports documenting resolved sexual offenses involving a minor within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 556.037 RSMo.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: See record series 24418 Law Enforcement Class A Felony Reports - Resolved and for Class A felonies.

DISPOSITION ACTION: Destroy

SERIES: 24433

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Law Enforcement Sexual Offenses Involving a Minor Reports - Unresolved

CUTOFF: Victim turns 18

DESCRIPTION: Law enforcement reports documenting unresolved sexual offenses involving a minor within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 556.037 RSMo.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: See record series 24418 Law Enforcement Class A Felony Reports - Resolved for Class A felonies. Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24434

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Pest Control Records

CUTOFF: EOY

DESCRIPTION: Records relating to pest control. Records include, but are not limited to, technician reports, logs, manuals, and records of pesticides used.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24416

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Radioactive Material Handling and Disposal Records

CUTOFF: EOY in which material is disposed

DESCRIPTION: Records documenting the reception, use, storage, shipment, and disposal of radioactive materials and waste at the institution in compliance with federal and state recordkeeping and reporting requirements. Records include, but are not limited to, waste material pick-up requests and tags, radioactive waste drum inventory forms, disposal site letters of arrival acknowledgement, manifest forms, and log sheets. Records kept per United States Nuclear Regulatory Commission: 10 CFR 50.71.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24439

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Radioactive Material Licensing Records

CUTOFF: Termination of license

DESCRIPTION: Records documenting the licensing of the institution by federal, state, and local agencies to receive, use, store, ship, and dispose of radioactive materials. Records include, but are not limited to, federal and state applications and certificates such as State Health Division Radiation Material License forms and amendments, fee receipts, and related correspondence. Records kept per United States Nuclear Regulatory Commission: 10 CFR 50.71.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24438

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Surveillance and Monitoring Records

CUTOFF: WSO

DESCRIPTION: Records created during the surveillance and monitoring of a building or area for security purposes which include, but are not limited to, audio or video recordings.

RETENTION: Years: 0 Months: 0 Days: 30

NOTES: Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24440

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Safety and Security

Division: University General Retention Schedule

Sub-Section:

TITLE: Vehicle Accident Reports

CUTOFF: Close of case

DESCRIPTION: Records relating to vehicle accidents within institutional jurisdiction which include, but are not limited to, accident reports, photographs, vehicle registration information, and documentation of evidence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: See record series 24407 for Accident and Injury Reports.

DISPOSITION ACTION: Destroy

SERIES: 24441

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016
